

STORING YOUR HOUSEHOLD GOODS FOR DEPLOYMENT

**DOL, TRANSPORTATION
DEPLOYMENT OPERATIONS**

AS OF 16 August 2006

SPECIAL STORAGE OF HHG FOR DEPLOYMENT PROCEDURES

DEPLOYMENT

1. Prior to deployment, a memorandum signed by the Unit Commander (06) must be forwarded to Special Storage Coordinator, Personal Property, listing the individual(s) authorized storage of household goods with SSN, property location (Building and Room Number or off post physical location). (See Attachment #1)
2. Each soldier that wishes to store property is required to complete DD Form 1299 (Application for Shipment and/or Storage of Personal Property), include an inventory of all personal items and one (1) copy of their deployment orders. (See Attachments #2 and #3)
3. For Unit/Group Scheduling, the soldiers are required to turn in their household goods paper work to the unit NCO/Officer POC.
4. The POC must hand carry to the Special Storage Coordinator located at Bldg 253, Personal Property, Fort Stewart and at Bldg 1228, Personal Property, HAAF, the Memorandum with list of authorized individuals, and packets of DD Forms 1299, inventories and orders for each soldier.
5. Upon receipt of packets, the Special Storage Coordinator will book pack and pick up dates at each location. Soldiers are required to be on site when carriers arrive for packing and pickup of property.
6. Unit/Group counseling can be arranged in advance, pending shipment workload. Please contact Special Storage Coordinator if you would like to have a representative come to your unit location to brief entitlements and procedures.

REDEPLOYMENT

1. Upon redeployment, individual soldiers that had an off-post address at the time of pick up should contact the Special Storage Coordinator directly to arrange delivery of their household goods. Prior coordination of date and time is recommended to ensure a satisfactory delivery date.
2. Upon redeployment, group pick up for barracks personnel can be arranged prior to the unit's redeployment date. A Unit NCO/Officer POC must be designated to contact the Special Storage Coordinator directly to arrange delivery of group lots. Copies of the individual soldiers packets should be available to verify property.
3. Once a group property lot is delivered, the assigned Unit NCO/Officer will be responsible for accepting and storing all property in a secure location. No property that is delivered out will be returned to the moving company's warehouse.
4. Coordination for individual storage will require the soldiers to bring their Military ID Card for identification and copies of all documentation provided at time of pick up.

**POC FOR FURTHER INFORMATION IS SPECIAL STORAGE COORDINATOR,
FSGA - TRISHA MCLEOD, 767-6967 or HAAF – BARBARA SCOTT, 315-3028**

REQUIREMENTS FOR SPECIAL STORAGE OF HHG

Single soldier – (copy of LES that shows “without dependents” is required)

Soldier married to another Service member when both are deployed – (copy of spouse deployment orders required)

Soldier married to another Service member and resides at different permanent duty stations – (copy of spouse orders required)

Single parents with a childcare plan that requires dependent(s) to leave residence – (copy of childcare plan required)

Single RC and Retiree Recalled Soldier without Dependents. There is no entitlement to receive both BAH and special storage of HHG.



DEPARTMENT OF THE ARMY

[Organization Name]

[Street Address]

[City, State and Zip Code]

REPLY TO
ATTENTION OF

[Office Symbol]

DATE:

MEMORANDUM FOR RECORD

SUBJECT: Authorization for Household Goods Storage

1. This memorandum grants approval for the storage of household goods for soldiers deploying in support of (Operation Name).
2. The soldiers listed in Enclosure 1 fall into the "Single/Unaccompanied category IAW 3d ID policy and are granted approval for the storage of their household goods.
3. All soldiers will be deploying for more than 90 days and are authorized Household Goods Storage at government expense.
4. All soldiers have signed a counseling statement acknowledging that they understand the division policy.
5. POC for this memorandum is _____.

1 Encls

COL, (must be signed by an 06)

Enclosure 1 should look something like this: (this list should be on a separate page)

Name	Social Security	Bldg, Rm
Doe, John	000-00-0000	Bldg 810, RM F3-2
Doe, JAN		351 Smith Road, Hinesville, Ga
Doe, Bo		

PREPARING DD1299

Each soldier fills in these blocks only:

1. Date Prepared

6a. Name

6b. Rank

6c. SSN

8d. Date of Orders

8e. Orders Number

8g. In-Transit Telephone Number

8h. In-Transit Address

** (blocks 8g and 8h is for a family member or friend that we could get in touch with about your property if necessary.)

9a. Pickup Address: barracks – bldg#, room #, and mode; off post – need name of apartments or name of mobile home park

9b. Telephone Number

12b. Pickup Date

15a. Signature (you must sign this paper work)

15b. Date

Make sure you also prepare a Household Goods/Personal Effects Worksheet.

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)		2. SHIPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office)			
		a. NAME			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)			
6. MEMBER OR EMPLOYEE INFORMATION					
a. NAME (Last, First, Middle Initial)		b. RANK/GRADE	c. SSN	d. AGENCY	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:					
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER		(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO (Describe)
c. MOBILE HOME SERVICES REQUESTED (X as applicable)					
<input type="checkbox"/> CONTENTS PACKED		<input type="checkbox"/> MOBILE HOME BLOCKED	<input type="checkbox"/> MOBILE HOME UNBLOCKED	<input type="checkbox"/> STORED AT ORIGIN	<input type="checkbox"/> STORED AT DESTINATION
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
d. DATE OF ORDERS (YYYYMMDD)		e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)	
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>			a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>		
b. TELEPHONE NUMBER (Include Area Code)			b. AGENT DESIGNATED TO RECEIVE PROPERTY		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)			12. SCHEDULED DATE FOR (YYYYMMDD)		
			a. PACK	b. PICKUP	c. DELIVERY
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM		b. TO		c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS					
I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)		
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY (Signature)		
			c. TITLE		

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Reset

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.
2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.
3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.
2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.
3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.
4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.
5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the

household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

HOUSEHOLD GOODS/PERSONAL EFFECTS WORKSHEET

NAME _____ RANK _____ PICKUP DATE _____ ESTIMATED WEIGHT _____

LIVING ROOM AND DEN:

Bookcase _____
 Chair, recliner _____
 Chair, straight _____
 Sofa, cushion _____
 Sofa, sectional _____
 Desk _____
 Floor lamp _____
 Table lamp _____
 Mirrors and Pictures _____
 Table, coffee and _____
 End(wood or glass) _____
 Stereo, # of pieces _____
 TV (floor model) _____
 TV (tabletop) _____
 VCR _____
 German Shrunk _____
 (# of pieces) (stackable _____
 or slides together) _____
 Piano, baby grand, _____
 Upright parlor grand, _____
 Spinnet (circle) _____
 Clock, grandfather _____
 Clock, grandmother _____
 Fireplace set _____

DINING ROOM AND KITCHEN:

Dining Table(wood or glass) _____
 Breakfast Table(wood or glass) _____
 Chairs _____
 Buffet _____
 China Cabinet _____
 Dishes _____
 Pots and Pans _____

BEDROOMS:

Bed, water _____	Curio Cabinet _____
Bed, King _____	Wardrobe Closet _____
Bed, Queen _____	Clothing(box) _____
Bed, Full _____	Books _____
Bed, Twin _____	Exec. Equip. _____
Dresser _____	Weight Set _____
Chest of Drawers _____	

APPLIANCES:

Washer _____
 Dryer _____
 Dishwasher _____
 Microwave _____
 Refrigerator _____
 Freezer _____
 Range _____

PROFESSIONAL ITEMS:

Books _____
 Equipment _____

CHILDREN'S ROOM:

Play Pen _____
 Crib _____
 Toddler Bed _____
 High Chair _____
 Toy Chest _____

OUTDOOR PROPERTY:

Motorcycle # of cc _____
 Lawn furniture _____
 Chaise Lounge Chairs _____
 Barbeque Grill _____
 Picnic Table _____
 Small Utility Trlr(size) _____
 Fencing _____

Dog house _____
 Bicycles _____
 Golf Cart _____
 Riding Lawn Mower _____
 Push Lawn Mower _____
 Storage Shed _____
 (collapsible) _____

Ladder _____
 Swing Set _____
 Boat w/trlr _____
 Boat w/o trlr _____
 Satellite Dish _____
 Golf Clubs _____

OTHER ITEMS:

Pool Table _____
 Computer # of pieces _____
 Kiln _____
 Weapons _____
 Spare POV parts _____

Card Table _____
 Aquarium(size) _____
 Large Toys _____
 Trunk _____
 Sewing Machine _____

Chandeliers _____
 Hot Tub _____
 Footlocker _____
 Rugs/Carpets _____
 Tools _____

LIST ANY OTHER ITEMS WHICH WERE NOT LISTED ABOVE:

FAILURE TO LIST ITEMS CAN CAUSE FAILURE OF MOVERS TO PICKUP SHIPMENT ON SCHEDULED PICKUP DATE AND CAUSE YOU TO PAY ATTEMPTED PICKUP CHARGES...THAT CAN BE COSTLY...ITEM SIZE AND WEIGHT DETERMINES THE METHOD OF SHIPMENT

Attachment # 3

SHIPPING & STORAGE OF PLASMA TELEVISIONS

If you own a plasma TV, special care must be taken when packing, shipping and/or storing this type of TV. The following general recommendations apply regarding plasma TV's but may vary by manufacturer. We suggest you contact your specific manufacturer for any special guidance with regard to your plasma TV.

SHIPMENT: Plasma TV's should be shipped in their original manufacturer's container/box. If you do not have the manufacturer's original container, the plasma TV should be packed and shipped in a container that meets the manufacturer's or HHG carrier's specifications. Plasma TV's must always be shipped and stored in an upright position.

STORAGE: Plasma TV's should be stored in a climate-controlled warehouse not to exceed 122 degrees Fahrenheit. The air humidity should not fall below 10% or exceed 90% with no condensation to help prevent damage to the plasma TV. Due to plasma TV altitude storage constraints, most plasma TV's should not be stored at altitudes above 9,800 feet, however, the altitude storage constraints may vary by manufacturer. If you plan to store your plasma TV for long periods, please be advised that the government does not require the carrier to use climate controlled warehouses, and there is no authority to pay for such services at government expense. If you request special handling/storage, the cost of such handling/storage will be at your expense.

LIABILITY COVERAGE: Because of the high cost of plasma TV's, it would be prudent for you to purchase full replacement value insurance or high value insurance for your plasma TV. Without increased liability coverage, the basic loss and damage limitation is \$2,500. .. you should consider private insurance to cover any additional loss and damage claims during your HHG move. Please keep in mind that increased liability coverage **is not** available for international shipments.

MAKE YOUR OWN ARRANGEMENTS: If you own a plasma TV and plan on shipping or storing it, you can move the plasma TV as a personally procured move (PPM) in lieu of Government provided transportation. However, if you chose to do this, you will be limited to what it would have cost the Government to procure the transportation to move your TV. If you would like to do this option, please contact your local personal property office for more information.

**THIS IS TO CERTIFY THAT I HAVE RECEIVED THE HANDOUT REGARDING
SHIPMENT AND STORAGE OF PLASMA TELEVISIONS
AND I HAVE READ AND UNDERSTAND SAME.**

SIGNATURE:_____

DATE:_____

PRINT NAME:_____